

HR Committee Meeting
Tuesday, February 20, 2024
4:00 pm
Notes

Present: B. Fisher, D. Burkett, C.A. Deneka, and M. Bird

Correspondence was received from Service Canada / EI stating that they considered that Sheri Halladay had voluntarily left their employment with just cause according to the Employment Insurance Act, because it was the only reasonable alternative, given the circumstances. This finding was made without speaking with Joellen. The required form was completed with a covering letter stating we did not agree with this finding and requesting more information.

Agreed to recommend to the Finance Committee that they examine reimbursing Joellen for 2023 In Lieu hours written off, extra hours worked, and additional expenses related to the resignation of S. Halladay. As the members of the Finance Committee were also present, it was agreed. Barry will contact Joellen to work out an appropriate amount.

48 resumes were received for the position of Program Coordinator. Interviews were arranged with five candidates, two who declined to attend on the day of the interviews. Three excellent candidates were interviewed by Carol Anne, Joellen, and Marilyn. Joellen held a second interview with two of the candidates and it was agreed that our new Program Coordinator will be Samantha Snyder. Samantha is passionate about restorative justice, is one of our facilitators, was a summer student with LCCJ previously and has very strong administrative skills. She will be starting February 26 for two hours a day at \$24.00 per hour, moving to 30 hours per week in early March. After a successful three-month probationary period, her wage will increase to \$24.50 per hour.

Moving forward, the priorities for the HR Committee will be providing support to staff and the development of performance appraisals.